

# CITY OF HUNTINGBURG Excavation Policy

- The purpose of this policy is to establish quality standards for excavating in the Public Right of Way or Public Roadways within the City of Huntingburg. **It is unlawful for any person, firm, or corporation to cut into, tunnel under, or make any excavation in any street, alley or other public place in the City of Huntingburg without having obtained a permit as is herein required.**

## APPLICANT / CONTRACTOR ---GUIDELINES & INFORMATION

- An application for a permit to cut, tunnel or bore into a city street and or city right-of-way must be filed at the City of Huntingburg Clerk Treasurer's Office no less than 2 working days prior to any work being performed. No work shall begin until application is approved and excavation permit is issued.
  - Applications for Excavation Permits shall be submitted to the Clerk Treasurer's Office.** Applications must include:
    - Permit Fee -\$25.
    - Proof of Insurance with the required coverage limits as listed below
- The Clerk Treasurer's Office reviews the application and upon approval will issue permit and notify the appropriate personnel.
- The Excavation Permit** –The permit is an agreement that the applicant will comply with all ordinances and laws relating to the work being done.
  - Notifies contractors that:
    - All work must pass inspections and testing as listed below
    - All work must be to the satisfaction of the Huntingburg Street Superintendent or his agents
    - All work covered by permit will be conducted only during daylight hours.
- Underground Protection**-The contractor is responsible for Calling 811 or HOLEY MOLEY-IT'S THE LAW!
- Safety**-Where any public street or sidewalk is partially or completely closed to pedestrian or auto traffic, the traffic shall be prevented from entering the site or will be routed through the site by barricades and lights **furnished by the contractor**, and as specified and required by the **Manual on Uniform Traffic Devices (MUTCD)** and or the Street Department Superintendent/ Risk Management Director.
- Duration of Project**- Duration of project will be limited to 5 working days beginning from the start of excavation work and until the completion of the needed repairs and backfilling of the excavated area. Any delays in schedule must be reported to the Huntingburg Street Superintendent.
- Cutting** – Prior to any excavation work, all hard surfaced roads (asphalt, chip/seal or concrete) will be saw cut to a **minimum depth of 4 inches.**
- Excavation** – All excess excavated material will be removed from right-of-way. Excavation will meet all required safety standards and will be barricaded to protect the public. The contractor is responsible for all traffic control devices, as required by the **Manual on Uniform Traffic Devices (MUTCD)** restoring all sidewalks and curbs to the standards of the City of Huntingburg, and overall cleanup of the excavated site.

Insurance Coverage Limits			
<b>General Liability</b>			
Aggregate BI & PD	\$ 2,000,000	Per Occurrence BI & PD	\$1,000,000
<b>Ordinance Compliance Bond</b>			
	\$5,000		
<b>Auto, owned or non-Owned – Per Occurrence</b>			
Liability BI & PD	\$1,000,000	Uninsured/Underinsured Motorist	\$50,000
<b>Workers' Compensation Proof of Statutory Compliance Manufacturer's and Contractor's Liability</b>			
Aggregate	\$1,000,000	Per Occurrence	\$1,000,000
Property Damage	\$100,000		
<b>Builder's Risk – 100% of Completed Value</b> Minimum Deductible \$100			

## APPLICANT / CONTRACTOR BACKFILL POLICY-

- **Contractor must schedule a time for excavation site visit by Huntingburg Street Dept. to perform inspection and testing.**
  - Schedule at least one working day prior to beginning any type of backfilling.
- **All trenches and/or excavated areas must pass inspection by Huntingburg Street Dept. prior to backfilling.**
  - Any trenches that are filled prior to passing inspection will be subject to removal of fill by contractor.
- **All backfill products must be tested and approved by the Huntingburg Street Dept. prior to its use in a roadway or right-of-way.**
  - Any untested or unapproved material will be subject to removal of fill by contractor.
- **Contractor must use APPROVED mix designs of flowable fill as follows:**
  - Central Concrete Supply LLC- "**Rapid Set Huntingburg Design Flowable Fill**"
  - IMI –State Approved 1710 Flowable Fill
  - Flowable fill must remain able to be removed with a standard back hoe.
- **Utility trenches-**
  - Utility trenches in roadway and **5 feet beyond the back of curb** must be backfilled with **Huntingburg APPROVED** "flowable fill."
    - Trenches must be filled with flowable fill to the bottom of the existing asphalt / concrete roadway.
    - **When finished with the work the asphalt or concrete shall be 12" wider on each side of the dirt trench.**
    - Trenches tunneled under existing sidewalks shall be backfilled with flowable fill.
    - Trenches dug thru area where sidewalk has been removed must be backfilled with compacted rock or flowable fill.
    - Flowable fill must adhere to the standards set in the **State of Indiana Special Provision 213 for Light Weight Dynamic Penetrometer.**
      - This includes:
        - Minimum blow count of 7 for non-vibratory compaction
        - Minimum blow count of 12 for vibratory compaction.
    - The contractor will protect site from traffic hazards if filled after normal Huntingburg Street Dept. operating hours (*Normal operating hours are 7am – 3 pm. Monday through Friday*) or until the Huntingburg Street Dept is able to assume responsibility for the site on next regular scheduled business day.

## CITY OF HUNTINGBURG STREET DEPT RESURFACING POLICY

### HUNTINGBURG STREET DEPARTMENT RESURFACING POLICY

- All resurfacing will be performed by the City of Huntingburg Street Department.
- All trenches must be resurfaced to match existing road surface.
- Asphalt and chip/seal roads will be resurfaced by the Huntingburg Street Dept. with a **MINIMUM** of 3 inches of HAC Base and **2 inches** of HAC surface or capped with a minimum of **6 inches** of "7 BAG MIX".
- **Fees- The minimum price is the cost of one yard of concrete!**
- Applicants shall also be subject to the following fees:
  - Contractors will be charged a flat rate for equipment and labor (*Asphalt \$305.00 per job, Concrete \$370.00 per job.*)
    - **For each square foot of trench, cut into pavement (except for sidewalks and driveways)**
    - **Asphalt will be \$1.95 per square foot, Concrete will be \$3.05 per square foot.**
    - **Revisit due to improper backfill compaction, poor workmanship will require additional fees.**
      - **Contractor will pay for the equipment and labor rate, as well as, the price per square foot (prices as noted above).**
- Applicant will be invoiced accordingly through the City of Huntingburg.

# City of Huntingburg

## Application for Excavation Permit

Date \_\_\_\_\_

**PLEASE READ AND UNDERSTAND THE UPDATED EXCAVATION POLICY**

Address of excavation:	
Reason for excavation: <i>circle appropriate items</i>	Sewer      Water      Gas      Phone      Storm Drain
Please explain the situation : ( if necessary)	
Identify type(s) of public property to be disturbed?: <i>circle appropriate items</i>	
Street   Alley   Sidewalk   Curb   Paved   Gravel   Grass   Other:	
Estimated Start Date	Estimated Completion Date
Owner Name	Phone                      Cell Phone
Address	After- Hours Contact #
Contractor Name	Phone                      Cell Phone
Address	After- Hours Contact #
Please make a drawing of proposed excavation:	

I certify that this application is true and correct, and I agree to indemnify and hold harmless the City of Huntingburg and its employees for any loss, liability or damage that may result or accrue from or because of the applicant's negligence in performing the work under this permit, or providing the necessary barriers and warning devices, or disregarding any legitimate order of the Street Superintendent or his agents relating to any excavation or tunnel.

\_\_\_\_\_  
Signature of Contractor/ Contractor Representative

\_\_\_\_\_  
Date

**Office Use Only Below**

**Permit Fee:** \$ \_\_\_\_\_    **Insurance Requirements Met?** Yes / No    **Insurance Requirements Attached?** Yes / No

Date Permit Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_

*Email copies of Approved Application to:    \_\_\_ Energy Superintendent;    \_\_\_ Water Superintendent;    \_\_\_ Safety Director;*  
*\_\_\_ Street Superintendent;    \_\_\_ Street Crew Chief;    \_\_\_ Street/Safety Assistant;    \_\_\_ Wastewater Superintendent;*